

# Information Network of Kansas Inc.

## Granting Policy and Procedures



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# Grant Policy

## ***General Purpose***

The purpose of the Information Network of Kansas (INK) Board of Directors of providing grants is to forward the on-going development of accessKansas.org, the official web portal of Kansas, to support e-government throughout the state of Kansas and to improve the quality of life throughout Kansas.

## ***Grant Recipient Distribution***

Except where limited by the applications presented, the INK Board of Directors will strive to achieve equitable grant awards distribution throughout all state agencies and state government sponsored entities.

## ***Grant Categories***

Grant applications are considered under the following primary categories:

**Kansas Business  
Center**

**Legislative**

**Transportation**

**Medical Services**

**Agriculture**

**Public Safety**

**Education**

**Special Grants**

**Mini-Grants**

**Infrastructure**

## ***Grant Review Process***

Properly completed grant applications are recorded, catalogued and separated by category. The Grants Committee Chairperson may assign sub-committees and sub-chairpersons. Each sub-committee will receive a similar number of applications for review and scoring. Individuals score the applications according to INK Board approved criteria and the sub-committee convenes as a group to determine a final ranking of their group's applications.

Once the sub-committees have concluded their work, the Grants Committee meets as a whole to again review, score and/or rank all applications. The final assessment and evaluation of the Grants Committee is presented to the entire Board of Directors as a motion for approval or rejection.

The Board of Directors will make a final determination of the grant applications and formally approve the amount to be awarded to each successful applicant. The Board of

Director's decision is final and will be announced via formal letter to each applicant agency.

### ***Distribution of Funds***

Disbursements may be made only to the applicant agency or entity authorized in writing by the applicant agency and no other assignment will be authorized. Funds are typically provided within thirty working days after a copy of a paid receipt, purchase order, or an accepted bid is delivered to the INK office. In some cases, funds may be released to a successful applicant upon receipt of documentation supporting an unusual need.

### ***Grant Period and Extensions***

Unless otherwise agreed, INK grants must be completed within twelve months of the award date. Extensions for a period not to exceed six months may be requested in writing and may be approved by the Executive Director. Additional extensions may be requested in writing but will require approval by the Board of Directors.

### ***Conflict of Interest***

All INK board members are required to declare any personal interest in any grant applicant. This declaration eliminates their participation in voting on the grant application and will be recorded in the Minutes as an abstention.

# Grant Making Procedures

## ***Grant Applications***

The screening and decision-making process of an increasing number of grant applications to the Information Network of Kansas (INK) is a difficult and time-consuming process. Non-compliance with any application policy or guidelines may result in the rejection of an application. Total grant amounts available for the bi-annual granting cycles are determined annually by the INK Board of Directors.

Grant applications must be completed in accordance with the approved publicly published application. Applications are available from our web site [www.accessKansas.gov](http://www.accessKansas.gov) or from the INK office. INK staff can also download the application to a disk provided by applicants or email the form upon request.

Grant applications and all attachments become the property of the INK. Information contained in the grant application package will be considered confidential, unless required by law. We recommend all applicants make an additional copy to be retained in your files.

The grant application and all attachments or enclosures should be submitted on unfolded 8½" x 11" white bond paper. Folders or binding covers are not necessary.

## ***Eligibility***

All Kansas state government sponsored entities designed to provide government services to residents of Kansas are eligible to apply.

INK does not award grants to:

1. Purchase real estate.
2. Political activities or those activities designed to influence public policy or legislation.
3. Individuals.
4. Religious organizations.

## ***Grant Application Content***

Continuity of all applications expedites the granting process. An **original** and **ten copies** must be provided.

The following index should be strictly followed:

1. Cover sheet

2. Checklist
3. Cover letter (not more than two pages describing your agency and/or purpose of the grant)
4. Grant application (INK provided)
5. Applicant agency Secretary or list of Board of Directors or Trustees, if applicable. (Include names, addresses, phone numbers and officer positions in your agency) and your organizational documents, (not-for-profit, articles of incorporation, enabling statute, etc.)
6. Financial Statements for last two years
7. Project Budget
8. List of all other funding available to support the project
9. Proposals, bids or estimates of the project to be funded. (If bids are submitted, at least two but not more than four should be included in the application package.)
10. Project endorsements, if applicable
11. If your project involves a partner agency or is to serve clients of another agency, you must submit a Letter of Endorsement from an official of the affected agency supporting this grant
12. Photographs of the facility or project, if applicable
13. Any additional supporting information (typically optional, but may serve to enhance the grant application)

### ***Grant Application Delivery***

Grant applications are to be completed and mailed or delivered to the INK office no later than published deadlines; typically by the end of the workday on or before December 1<sup>st</sup> and June 1<sup>st</sup>. Applications for the Spring and Fall grant cycles will not be accepted prior to November 1<sup>st</sup> and May 1<sup>st</sup>, respectively.

Applicants may call the INK office to ensure the application was received or complete, however, no approval status of the grant application will be provided prior to the formal written announcement.

An applicant may be allowed to correct deficiencies in the application, but only if these corrections are added or incorporated prior to the published delivery deadline.

## **Additional policies for application delivery are:**

Hand-delivered applications **must** be received in person by INK staff.

1. INK will not accept or be responsible for applications left at the door.
2. INK board members are not allowed to accept or deliver applications.
3. INK staff members are not allowed to accept applications other than in our office at 632 SW Van Buren, Topeka, Kansas 66603. There will be no exceptions.
4. Mailed applications must be postmarked no later than published deadlines.

## **Application Corrections**

All applications received before the Spring and Fall deadlines will be screened for completeness by the INK staff. Applicants may be contacted and allowed to make corrections or additions to an application only if such corrections are made prior to the published deadlines. Applicants are strongly advised to deliver or mail the applications early to allow for this opportunity.

## ***Mini-grants***

### **(Grant awards up to \$5,000)**

INK has established a method to award mini-grants during any monthly meeting. Mini-grants are restricted to one-time, unplanned, or emergency situations such as unexpected equipment purchase or repair, imminent safety issues, or special event. The following guidelines are hereby established:

1. Mini-grants are submitted via one-page letter and a completed Grant Request Form. The letter should describe:
  - A. The total amount requested
  - B. The project requiring this funding
  - C. Why the project is considered an emergency or cannot wait for the traditional grant cycle.
2. Request letters must arrive at the INK office prior to 5:00 pm on the day before the monthly INK Board of Directors' meeting (typically, the third Thursday of each month).

3. Additional information or attachments may be desired. Mini-grant applicants should call the INK executive director or Grants Committee Chairperson to discuss your need and determine any additional information that may require.

### ***Grant Application Solicitation and Conflict of Interest***

Personal solicitations to Grants Committee members or INK Board of Directors are strongly discouraged and may result in the disqualification of the application. All board members are obligated to disclose any personal solicitations to the Grants Committee Chairperson.

INK employees do not participate in the grant making process with the exception of clerical assistance and providing any board member requested factual information on a project or agency.

### ***Special Grant Applications*** ***(Grant award amounts subject to Board approval)***

The vast majority of grant applications should be planned ahead and submitted during our Spring or Fall Grant Cycles, however, the INK is aware that some state or federal grants requiring local matching funds are announced on short notice. To support agencies and state sponsored entities with local matching funds, we will consider certain grant requests anytime. The following guidelines apply:

- A. Special grants will only be considered if the funding desired is time-sensitive in nature.
- B. Priority will be given to special grants that leverage external funding to support a project.
- C. A one-page letter and a completed grant application will be required; including a complete application to the external grant making entity. Contact the INK executive director or Grants Committee Chairperson as soon as possible to discuss the project and determine the documentation INK will need to make a decision.



## ***Grant Application Preview***

Our goal is to award the maximum amount of funds to improve the quality of life to Kansas citizens throughout Kansas. Complete applications increase our ability to make fair and proper grant making decisions.

Time permitting, INK staff is allowed to preview grant applications, make recommendations to improve the application, or assist applicants in answering or providing any required information.

## ***Grant Award Announcements***

The INK Board of Directors has the final authority and responsibility for approving or rejecting and announcing all grant applications. Typically, granting decisions will be made at the regular monthly meetings in January and July and publicized by the middle of the next months.

INK is not responsible for any grant award announcements except by formal letter from our staff.

INK staff or board members are not authorized to release any information on the status of a grant application prior to final board approval.

# Information Network of Kansas

## Grant Request Application

**Date Request Submitted:**

**Applicant/Agency Name:**

**Grant Amount Requested:** \$

### **Requestor/Agency Contact Information**

Primary Contact	Position Title	Mailing Address	Phone	Fax	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### **Requestor/Agency Executive Sponsorship**

Primary Contact	Position Title	Mailing Address	Phone	Fax	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### **Other Participants, (if applicable)**

Primary Contact	Position Title	Mailing Address	Phone	Fax	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### **Description of Requestor's Primary Services**

*Response:* \_\_\_\_\_

#### **A. Please describe the vision of the project.**

*Response:* \_\_\_\_\_

#### **B. Please describe how the need is supported/required by Federal law, Kansas Statute or County/City ordinance**

*Response:* \_\_\_\_\_

#### **C. Please describe the benefit to requestor, State, and the public.**

*Response:* \_\_\_\_\_

**D. If the grant is to create an application, is the application envisioned to have a fee associated with the use of the application or is the application free for use by citizens, businesses or governments? Please place an "X" on the appropriate line.**

☐ Fee

☐ Free

**E. Please select the area of service to which the grant benefit will best apply**

☐ Kansas Business Center

☐ Medical Services

☐ Legislative (e-Democracy)

☐ Transportation

☐ Infrastructure

☐ Public Safety

☐ Agriculture

☐ Education

☐ Other (please explain) *Response:* \_\_\_\_\_

**F. What is the term of the grant? Place an X in the appropriate box.**

☐ One Year

☐ 2 Years

☐ 3 Years or more

**G. Date grant would be desired?**

**H. Please provide the amount of funds or number of resources your entity will be contributing to the project?**

*Response:* \_\_\_\_\_

**I. Please provide the following:**

**Project Start Date:** \_\_\_\_\_

**Project End Date:** \_\_\_\_\_

**Milestones and Dates:** \_\_\_\_\_

The Information Network of Kansas has determined eight objectives used to evaluate and prioritize all requests for grants. Each of the objectives is further assigned an objective weight percentage to reflect the INK Board's strategic direction. Those objectives with higher weight percentages will be weighted more heavily in the evaluation. The weighted percentage has been supplied for each of the objectives below. Each of the objectives below will be scored with a 1- Below Expectations, 2-Meets Expectations, or 3-Above Expectations. The score is multiplied by the objective's assigned relative weight. The total weighted score for the grant request is the sum of the individual objective's weighted score. The highest total score any grant request can receive is 3.

**J. Please provide a brief description of how your request satisfies the following INK objectives?**

**a. Increases Citizen/Business Access: (25%)**

**Please provide your description of the potential population of users effected as a result of granting your request.**

*Response:* \_\_\_\_\_

**b. Alignment with State Initiatives: (15%)**

**Please describe how your initiatives align with the State's Strategic Information Management Plan, your agency's strategic plan or Three Year IT Plan.**

*Response:* \_\_\_\_\_

**c. Expand Portal Information: (10%)**

**Please describe how the request will expand the quantity or quality of the information provided through the portal.**

*Response:* \_\_\_\_\_

**d. Technology Improvement: (10%)**

**Please describe how the request will expand the use of technology or how it incorporates new technology.**

*Response:* \_\_\_\_\_

**e. Revenue Generation: (10%)**

**If your request is expected to generate revenue, please describe the potential annual revenue to your agency and the portal.**

*Response:* \_\_\_\_\_

**f. Extensibility: (10%)**

**Please describe how your request is designed to potentially be extended for use by other agencies.**

*Response:* \_\_\_\_\_

**g. Integration: (10%)**

**Please describe how your request is designed to integrate with the portal, within your agency and with other agencies, if applicable.**

*Response:* \_\_\_\_\_

**h. Penetration and Usage Potential: (10%)**

**Please describe your request's potential market and expected adoption rates.**

*Response:* \_\_\_\_\_

**K. Please provide a brief analysis of the cost/benefit for your grant request and anticipated return on investment, if applicable.**

*Response:* \_\_\_\_\_

**Requestor Signature**

**Date**

**Title**

**Please submit your request to;**

Information Network of Kansas  
632 SW Van Buren, Suite 100  
Topeka, KS, 66603.

The INK Board of Directors approves grant requests for disbursement on a semi-annual basis. All grant requests must be received before December 1 to be considered for a January approval. Grant requests received after December 1 and before June 1 will be considered in July. All grant requests will be reviewed. Upon determination or if additional information is required, you will be contacted.

**Office Use only, do not fill in below this line**

Grant Request Number: _____	Date Request Received: _____
Grant Amount: _____	Request Review Date: _____
Grant Request Score: _____	Committee Recommendation: _____
Grant Disposition: _____	Date of Meeting Minutes: _____